

## ATLS Course - Facility Plan

### Thursday evening

5:30 - 7:00 pm	▶ staff / faculty meeting	• need a room for 7 instructors and 11 staff
7:00 pm -	• faculty dinner	• just need location where the group can reasonably sit with each other and network

### Friday

time	agenda	room	notes
6:45 am	▶ access building ▶ check room & audio visual setups ▶ continental breakfast		<ul style="list-style-type: none"> <li>• need registration table and two chairs either in the back of the classroom or just outside</li> <li>• need continental breakfast table either in the back or just outside</li> </ul>
7:30 - 8:45	▶ registration and welcome ▶ course overview ▶ initial assessment & management		<ul style="list-style-type: none"> <li>• set up classroom style with tables and chairs</li> <li>• (16 students &amp; 16 staff)</li> <li>• need lectern and audio</li> <li>• laptop &amp; lcd projector</li> </ul>
8:00 - 8:45 8:45 - 9:00	▶ setup of demo ▶ initial assessment demo		• Just need two tables - the students can stand for the short demo
9:00 - 9:15	▶ break		
9:15 - 11:35	▶ airway & ventilatory management ▶ shock ▶ thoracic trauma ▶ abdominal trauma		• same classroom setup
11:35 - 12:15	▶ lunch		<ul style="list-style-type: none"> <li>• catered</li> <li>• setup can eat in classroom...</li> </ul>
10:00 - 12:15	<b>Skill stations</b> need access to following rooms:		• for setup
12:15 - 5:15	▶ manikin lab		<ul style="list-style-type: none"> <li>• need four tables</li> <li>• cleaning sink near here?</li> </ul>
	▶ station II - airway & ventilatory		• need two tables
	▶ station IV - shock		• need two tables
	▶ station VI - thoracic x-rays		• need 1 table & 8 chairs
	▶ group pre-test discussion		• 8 chairs / tables OK
4:30 - 5:15 5:15 - 5:45	▶ setup of demo ▶ initial assessment demo		• as in the morning
5:00 - 5:15	• wrap-up & adjourn		

## ATLS Course - Facility Plan

### Saturday

6:15 am	<ul style="list-style-type: none"> <li>• need access to building</li> <li>• check classroom setup</li> <li>• continental breakfast setup</li> </ul>		
7:00 - 8:45	<ul style="list-style-type: none"> <li>▸ head trauma</li> <li>▸ spine &amp; spinal cord trauma</li> <li>▸ musculoskeletal trauma</li> </ul>		<ul style="list-style-type: none"> <li>• same setup as previous day</li> </ul>
8:45 - 9:00	break		
7:00 - 9:00	need access to following classrooms:		setup:
9:00 - 11:40	<b>Skill Stations</b> Station IX: head and neck		<ul style="list-style-type: none"> <li>• need two tables &amp; eight chairs</li> </ul>
	Station X: x-ray identification of spine		<ul style="list-style-type: none"> <li>• need 1 table for x-ray view box and x-rays</li> <li>• chairs for 8 students &amp; instructor</li> </ul>
	Station XI: spinal cord injury		<ul style="list-style-type: none"> <li>• need 1 tables and floor space</li> </ul>
	Station XII: musculoskeletal trauma		<ul style="list-style-type: none"> <li>• need 1 table and floor space</li> </ul>
11:40 - 12:10	burn and cold injuries		classroom
12:10 - 12:40	lunch		<ul style="list-style-type: none"> <li>• can eat in classroom...</li> </ul>
12:40 - 2:00	<ul style="list-style-type: none"> <li>▸ pediatric trauma</li> <li>▸ trauma in women</li> <li>▸ transfer to definitive care</li> </ul>		<ul style="list-style-type: none"> <li>• same setup</li> </ul>
11:00 - 12:30	set up of Patient #1 & #2		<ul style="list-style-type: none"> <li>• patient makeup</li> </ul>
	Patient #1		<ul style="list-style-type: none"> <li>• continues again at 2:45</li> </ul>
	Patient #2		<ul style="list-style-type: none"> <li>• continues again at 2:45</li> </ul>
12:15 - 2:00	set up of Patient #3 & #4		
2:15 - 5:15	Patient #3		<ul style="list-style-type: none"> <li>• two tables</li> </ul>
	Patient #4		<ul style="list-style-type: none"> <li>• two tables</li> </ul>
	written test		
	triage scenarios		
5:15 - 5:30	wrap up and adjournment		classroom
5:30 - 5:45	faculty wrap-up meeting		classroom